

V5.16.1.5 – School Nurse Quick Start User Guide

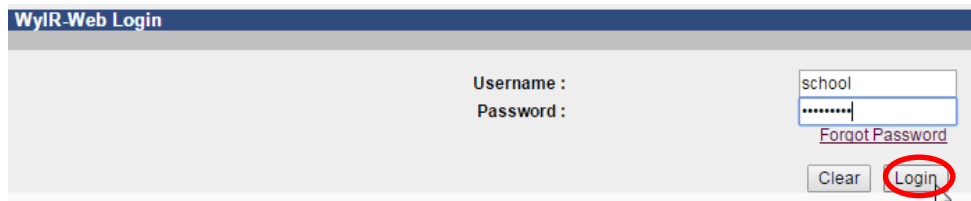
Immunization documentation presented to school nurses upon enrollment is considered an educational record, and is therefore subject to FERPA regulations. As access to the WyIR is granted to school nurses for the purpose of acquiring a student's Official Record of Immunization, this guide will focus on that process. **School Nurses must acquire parental/guardian consent on the [WyIR Access Agreement for School Nurses](#) prior to accessing the WyIR for their students, and keep that completed form on file for review in the event of a compliance audit by WDH staff.**

There are basically three steps undertaken by school nurses: logging into the application/selecting a facility (school); searching/selecting a patient (student); and printing off an official record of immunization. This guide will present the steps below:

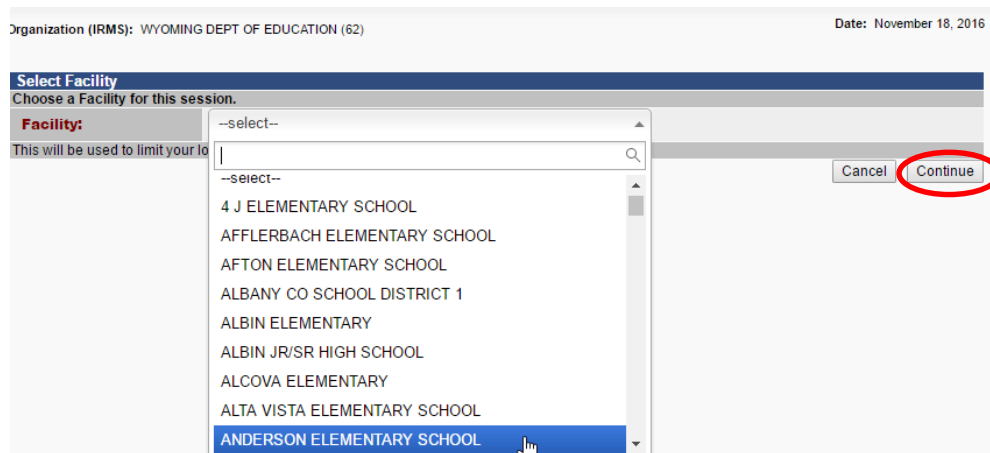
LOGIN/SELECT FACILITY (SCHOOL):

In the top of your browser bar, enter <https://wyir.health.wyo.gov/> - this will take you to the WyIR landing page. From there, on the left hand side of the page, under the Main heading, click on **Login**.

This will present the WyIR Web Login page, as presented below:

A screenshot of the WyIR-Web Login page. It features a header with the text "WyIR-Web Login". Below the header, there are labels for "Username :" and "Password :". The username field contains the text "school" and the password field contains a series of dots. To the right of the password field is a link that says "Forgot Password". Below the password field are two buttons: "Clear" and "Login". The "Login" button is circled in red.

Enter your username and password, then click the Login button. If you are assigned to multiple schools, you will be prompted to select from the school you are working under.

A screenshot of the "Select Facility" screen. At the top, it says "Organization (IRMS): WYOMING DEPT OF EDUCATION (62)" and "Date: November 18, 2016". Below this is a section titled "Select Facility" with the instruction "Choose a Facility for this session." There is a label "Facility:" followed by a dropdown menu that currently shows "--select--". Below the dropdown is a search bar with the text "This will be used to limit your lo" and a magnifying glass icon. A list of schools is displayed below the search bar, including "4 J ELEMENTARY SCHOOL", "AFFLERBACH ELEMENTARY SCHOOL", "AFTON ELEMENTARY SCHOOL", "ALBANY CO SCHOOL DISTRICT 1", "ALBIN ELEMENTARY", "ALBIN JR/SR HIGH SCHOOL", "ALCOVA ELEMENTARY", "ALTA VISTA ELEMENTARY SCHOOL", and "ANDERSON ELEMENTARY SCHOOL". The "ANDERSON ELEMENTARY SCHOOL" option is highlighted in blue. To the right of the list are two buttons: "Cancel" and "Continue". The "Continue" button is circled in red.

Select the school you are working under, and then click on the Continue button, as highlighted above; you will be taken to the next step in the process – the **Patient Search** screen.

If you work for only one school, you will be taken directly to the **Patient Search** screen.

PATIENT (STUDENT) SEARCH:

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	t	SIIS Patient ID:	
Last Name or Initial:	t	Student ID:	
Birth Date:	07/04/2006		
Family and Address Information:			
Guardian First Name:			
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	
Country:	United States		
<input type="checkbox"/> Check here if adding a new patient.			
		Clear	Search

In order to locate a student, various methods of searching can be used – exact name only; exact name and date of birth; initials and date of birth; or just date of birth. For most students, it is recommended to enter the first initial of the first name, first initial of the last name, and also date of birth of the student in order to yield the best results when searching for the student. After entering the search criteria, click on the **Search** button. If no results present, consider broadening the search approach by only searching by date of birth.

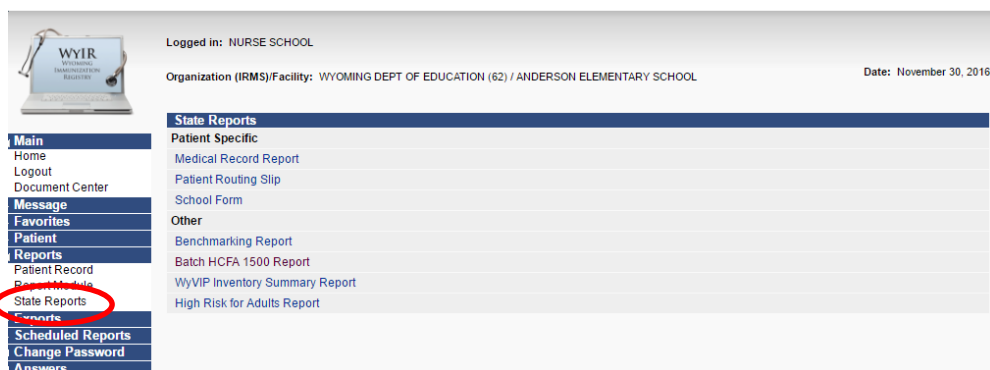
Patient Search Results							
Records Found = 1		Search Criteria: First Initial / Last Initial / Birth Date					
Show	10	entries		Search:			
First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name	
TIMMY		TEST	07/04/2006	CHEYENNE	NUNYA		
Showing 1 of 1 entries							

After selecting the patient, the Patient Demographics screen will present similar to the following:


Patient Demographics	
Record Info	
SIIS Patient ID:	759604
Entry Date:	05/18/2016 10:12:17 AM
Organization (IRMS) Owner:	1000000003 - WIC
Last Update:	08/10/2016 11:25:09 AM
Patient	
First Name:	TIMMY
Middle Name:	
Last Name:	TEST
Suffix:	
Birth Date:	07/04/2006
Birth File #:	
Age:	10 yrs
Block Recall:	
Sex:	MALE
Mother Maiden Nm:	
Race:	
Ethnicity:	
Language:	
Medicaid #:	
Multi Birth Indicator:	
Birth Order:	
Military:	
Recall Attempts:	0
Inactive:	
WyVIP status:	(Ineligible)
Vaccine Supply:	PRIVATE
Primary Address	
Address 1:	
City:	
Zip Code:	
Email:	
Country:	
County/Parish:	
Family & Contact	
Contact 1 First:	
Contact 1 Middle:	
Contact 1 Last:	
Contact 2 First:	
Contact 2 Last:	
Work Phone:	
Secondary Patient Demographics	
+ School	
+ Primary Insurance	
+ Medical Home Facility	
+ Birth & Death	
+ Patient Specific Reports	

Note that the Address and other patient demographics information is not displaying – this is due to the system restricting access to certain PHI to an organization/facility that has an established clinical relationship with the patient. If the user is confident the selected patient is the student in question, please proceed to the next step, printing off an Official Record of Immunization.

PRINTING OFF A RECORD OF IMMUNIZATION:



After a student is selected, click on **Reports-State Reports**, which will open the State Report menu (displayed above). In order to print their immunization record, click on the **Official State Record of Immunization (School Form)** link as highlighted; you will then see the Official Record of Immunization.



Official State Record of Immunization

Day Care/Pre-School/Head Start/Public and Private Schools K-12
Effective June 1, 2001

This record is part of the child's or students permanent record (cumulative folder) and shall transfer with that record. Health Department personnel shall have access to this record as deemed necessary.

Name of Child/Student: TIMMY TEST Parent or Guardian: NUNYA Address: 6101 YELLOWSTONE ROAD STE 420 City: CHEYENNE	Date of Birth: 07/04/2006 Phone: P.O. Box: Zip: 82002
State: WYOMING	

Vaccine	MONTH/DAY/YEAR EACH DOSE WAS GIVEN									
	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7	Dose 8	Dose 9	Dose 10
MMR	06/06/2010									

History of Chicken Pox: none

Signature or Stamp of Licensed Physician/Designee, or Public Health Authority*	Aug 18, 2016 Date Issued
1307 CROOK AVE Street Address	(307)634-6180 Telephone Number
CHEYENNE City	WYOMING State
	82001 Zip Code

*Public Health Authority means any qualified State or Local Health Department personnel or a school nurse.

Please note that school nurses are recognized as a signatory authority for the form, as stated at the bottom of the record. This record should be signed and filed to remain as part of the student's official school record.